



AMBASSADE DES ETATS-UNIS
IMMIGRANT VISA UNIT
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<http://paris.usembassy.gov/consul/iv/default.htm>

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**APPOINTMENT LETTER AND IMMIGRANT
VISA INTERVIEW INSTRUCTIONS**

Administrative processing for your immigrant visa application is now complete. An appointment has been scheduled for you to appear for a visa interview before a U.S. consular officer on the date specified in the letter you received from the National Visa Center. The letter should list all family members qualified to accompany you to the United States. All persons listed in the letter should appear on the interview date.

Notify our office immediately by fax if you cannot keep this appointment!
(Fax 01 43 12 22 29 in France or 011 33 1 43 12 22 29 from the United States)

1) What to bring: Bring **originals and copies** of all documents applicable to your case on the day of your appointment if not submitted to the National Visa Center. Your application will be refused as incomplete if you fail to bring all required documentation.

The following items are required for each visa applicant:

- ☐ A passport, valid for six months beyond your intended date of entry into the USA.
- ☐ 2 color visa-sized photographs per person.
- ☐ Birth certificate for each applicant. French birth certificates must be less than 3-month old.
- ☐ Police certificate(s) for each applicant 16 years and above.
- ☐ Court and prison records, if applicable.
- ☐ Military record, if applicable.
- ☐ Marriage certificate, if applicable. French “Copie integrale de l’Acte de mariage” must be less than 3-month old.
- ☐ Divorce judgment(s) or death certificate of spouse, if applicable.
- ☐ **UNOPENED** medical exam results.
(Opened medical exam results are considered invalidated.)
- ☐ **A “Chronopost” envelope 1Kg for one person and 2 Kg for more with completed return delivery address.**
(See important guidelines below. Note: We cannot mail visas outside of France!)

The following items are required for all visa types, except employment-based visas:

- ☐ Evidence of financial support: Form I-864, Affidavit of Support (and, if applicable, Form I-864a, Contract Between Sponsor and Household Member), and supporting documents including, but not limited to: copies of tax returns or W-2s for the past three years, a notarized letter of employment. If assets are listed in form I-864, you must provide proof of these assets (e.g. financial statements or attestation letters from a

financial institution, and, in the case of property, an appraisal of value from a professional organization authorized to assess property value).

- ❑ Original documents that establish a relationship between the petitioner and the beneficiary for presentation to the consular officer. This includes, but is not limited to plane tickets, photos and correspondence in the form of letters or emails.

The following item is required for employment based visas:

- ❑ A recent, notarized letter from the prospective employer confirming continued employment and the essential elements of the job offer.

Important!

Affidavits of support and letters of employment must be less than one year old when presented to the consular officer.

French civil documents such as birth certificates and “copie integrale de l’acte de mariage” must be less than 3 month old.

All documents not in English or French must be accompanied by a certified translation into the English language. Translations must be certified by a competent translator and sworn by a Notary Public.

2) Medical Exam: All intending immigrants, regardless of age, are required to undergo a medical examination. Instructions on how to schedule your medical exam with an approved physician are enclosed. **Note: Your medical exam results will be given to you in a sealed envelope. DO NOT open the exam results! You will present the sealed exam results to the consular officer on the day of your interview. Opened medical exam results are considered invalidated and a new exam will be required at your expense.**

3) Retention of original documents: If you wish to retain an original document, you may submit a photocopy in its place. However, you must bring the original document to the interview for inspection by the consular officer. Such documents will be returned to you. **You are strongly urged to keep a duplicate copy of all documents submitted in connection with your visa application.**

4) Visa Fees: Each person immigrating, regardless of age, requires a separate visa. The visa fee is \$355 + \$45 per person. **(This is separate from the petitioning fee.)** The total fee amount is stated in the attached information letter. The fee must be paid the day of the interview. The interview cannot take place until the visa fee is paid. Payment is accepted in U.S. dollars, euros or credit cards. Checks are not accepted. The application fee cannot be refunded if a person is found ineligible to receive a visa. (In some instances, these fees have already been paid by a petitioner in the United States in advance of a petition’s transfer to Paris.)

5) Chronopost envelope: Visas are not available for pickup on the day of the interview. **Applicants must provide a “Chronopost” envelope 1Kg for one person and 2 Kg for more** for return delivery of the visa packet in metropolitan France. Please complete the *destinataire* field with the address for return delivery of the visa before your arrival.

Chronopost envelopes are available from most French post offices, La Poste. **Chronopost envelopes 500gr are NOT acceptable.** We cannot mail a visa packet outside of metropolitan France.

6) Visa delivery: Visas are generally delivered within 7 to 10 days after the interview or after submission of all follow-up documentation that proves to the of the consular officer satisfaction that you qualify for your visa type. Once issued, the visa is valid for six months.

Important Information

No assurance can be given in advance that a visa will be issued. Consular officer decision can only be made following the applicant's formal application, personal interview, and a review of request documents.

You are advised **NOT** to make any travel arrangements for departure nor to dispose of personal property or resign employment until the visa you have the visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.

Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. This is our notice to you that is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.